



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana State Police		BU: 00100
Division: Legal Office	Section/District:	
Job Title: ISP Legal Intern		Job Code:
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To serve as an unpaid Summer Intern with the Indiana State Police whose primary responsibility is to provide assistance to the Chief Counsel and other legal staff.

Essential Duties/Responsibilities:

- Work directly under the supervision of the Chief Counsel.
- Sign a non-disclosure agreement concerning criminal history and criminal intelligence information that the intern may be exposed to.
- Conduct basic entry level research concerning legal issues.
- Assist in a liaison position between the legal office, asset forfeiture office, legislative affairs, and the Indiana Fusion Center.
- Prepare and submit various written reports as directed by Chief Counsel.
- Assist on new training and written publications for state police civilian and enforcement personnel.
- Assist the Legislative Liaison with issues arising out of the summer study committees in the Indiana Legislature.
- Attend various meetings and functions while representing the Legal Office.
- Attempt to learn and be informed on issues concerning the Legal Office and the Indiana State Police.
- Respond to inquiries from various department personnel.
- Help maintain appointments and calendar events.
- Prepare appropriate memorandums and correspondence when necessary.
- Conduct statistical analysis concerning litigation and forfeiture records.
- Develop a liaison with other department divisions.
- Assist Legal Office with various tasks concerning arbitration, mediation, and litigation.
- Draft basic discovery responses for the review of the Chief Counsel.
- Perform other duties as required.

Job Requirements:

- Must have completed at least one full year of undergraduate education.
- Must possess a valid Indiana driver's license.
- Must have an interest in and respect for Law Enforcement
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain a high level of confidentiality due to the sensitive nature of many assignments.

Supervisory Responsibilities/Direct Reports:

None.

Difficulty of Work:

Responsibility:

Personal Work Relationships:

- Work with Legal Staff and other department personnel as required.

Physical Effort:

- Work is normally performed in an office environment.
- Schedule is normally days with weekends and holidays off.

Working Conditions:

- Work is normally performed in an office environment.
- Schedule is normally days with weekends and holidays off.